

Workforce Innovation and Opportunity Act, Title 1

Youth Program Guidance - 14 Basic Elements

There are 14 basic program elements that must be made available in a WIOA Youth project, though not simultaneously delivered to participants. Service providers must possess the necessary resources and/or documented partnerships to deliver all of the services listed within the WIOA Youth 14 basic elements. Career Planners will have the discretion to determine which specific program services will be provided to a participant based on each participant's needs identified in the objective assessment and individual service strategy.

The 14 basic elements are:

1. **Tutoring, study skills training and instruction** leading to high school completion, including dropout prevention strategies. Dropout prevention strategies can include, but are not limited to, placement in an alternative secondary school services setting, facilitating involvement of families and community, taking an individualized approach based on youth's individual needs.
2. **Alternative high school services** which offer specialized, structured curriculum inside or outside of the public school system which may provide work, study and/or academic intervention for students with behavior problems, physical/mental disabilities, who are at risk of dropping out, and/or who are institutionalized or adjudicated youth.
3. **Summer youth employment** that takes place between May 15th and September 30th and consists of employment for which youth are paid a wage. Summer employment should be coordinated and linked with academic and occupational learning that leads to the career or employment goal as stated in the individual service strategy.
4. **Paid and unpaid work experiences**, including internships and job shadowing are short-term, planned, structured learning experiences that occur in a workplace and are focused on career exploration and the development of work readiness skills. The primary purpose of work experiences is to expose youth to the requirements of work and to employers expectations. An employer may benefit from the work done by a youth, but the primary benefit must be to the youth.
5. **Occupational skills training** constitutes an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. These include programs that lead to the attainment of a certificate or credential, participation in Job Corps, apprenticeship programs, and training programs that provide skills necessary to enter or advance in a specific occupation.
6. **Leadership development opportunities**, which include community service and peer-centered activities that encourage responsibility, employability, and other positive social behaviors. Examples include community volunteering, peer mentoring or tutoring, character education, citizenship education, including how and why to vote, serving on a youth council, community or advocacy organization board, leadership training consisting of how to work in a team, how to

run meetings, diversity training, and life skills training such as parent education, financial education, goal setting and conflict resolution.

7. **Adult mentoring** for a duration of at least 12 months; this service may occur during program participation or during the Follow- up period. Adult mentoring is a one-to-one supportive relationship between an adult and a youth that is based on trust. High-quality adult mentoring programs include an adult role model who builds a working relationship with a youth and who fosters the development of positive life skills in youth.
8. **Supportive services** to enable an individual to participate in WIOA youth program activities. These may include, but are not limited to, housing, meals, medical care, day care, transportation, school related supplies, training related supplies, etc.
9. **Follow-up services** include activities after completion of participation to monitor youths' success during their transition to employment and further education and to provide assistance as needed for a successful transition. Follow-up services must be provided for not less than 12 months after obtaining employment and/or completion of participation.
10. **Comprehensive guidance and counseling** to help youth make and implement informed educational, occupational, and life choices. It includes imparting skills through counselor-directed learning opportunities that help youth achieve success through academic, career, personal, and social development.
11. **Financial literacy education** to help youth gain the skills needed to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals. An example of financial literacy education is the FDIC approved Money Smart curriculum.
12. **Entrepreneurial skills training** including the use of curriculum based training modules that teach youth the value of being skilled and applying those skills to meet a consumer need or demand; to think creatively and critically; to problem solve; how to recognize opportunities, and other skills related to entrepreneurship.
13. **Services that provide career awareness, career counseling, and career exploration** by using labor market and employment information about in-demand industry sectors or occupations available in the local area.
14. **Activities that help youth prepare for and transition to post-secondary education and training** includes the delivery of activities listed within the 14 WIOA program elements and other activities that provide exposure to post-secondary education options; assisting youth with placement into post-secondary education; and placement into training opportunities such as apprenticeships and occupational training.